

***State of California***

***Department of Forestry  
and Fire Protection***



# **CDF Academy Course Catalog**

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***...Creating Excellence Through Training***

***January 1999***

***Gray Davis, Governor, State of California  
Andrea Tuttle, Director, CDF  
Mary D. Nichols, Secretary for Resources Agency  
Dan Francis, Department Training Chief***



## **CDF MISSION STATEMENT**

The Department of Forestry and Fire Protection protects the people of California from fires, responds to emergencies, and protects and enhances forest, range, and watershed values providing social, economic, and environmental benefits to rural and urban citizens.

## **CDF TRAINING MISSION STATEMENT**

Consistent with the Mission of the Department, the Department's Training Program and process aspire to develop, enhance and perfect the capabilities, of its human resources, provides leadership through the mutual sharing of knowledge, skills and abilities with cooperating agencies.

## **ACADEMY MISSION STATEMENT**

The mission of the CDF Academy is to provide quality training to CDF personnel and cooperators in order to fulfill CDF's mission.

*... Leading the Way*

**MESSAGE FROM THE ADMINISTRATOR**

As you are aware, there are changes occurring which affect the role and duties of CDF and other fire agencies across the country. These include changes in the urban-wildland intermix, changes in wildland and structure fire fighting technology and tactics, increasing public involvement in the decision-making process, and an escalating number of medical emergency responses and duties. It is imperative that the Academy be at the forefront providing state-of-the-art training, so that you, in the field, have the skills and the knowledge to perform effectively. The Academy staff will continue to work closely with the field training officers to assure that programs being developed and presented are of the highest quality and meet the field's needs.

You will find the quality and dedication of the Academy staff to be exceptional. We are committed to providing superior training to California's finest fire fighting force. I am looking forward to the challenge of guiding the Academy in the 1990's.

**WILLIAM C. COTE, ACADEMY ADMINISTRATOR**

# ACKNOWLEDGEMENTS

Dan Francis, Department Training Chief

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Jay Donnelly ..... Director of Fire Training  
Donald Eichman ..... Director of Fire Prevention & Law Enforcement Training  
Norman J. Benson ..... Director of Resource Management Training  
Keith Larkin ..... Director of Curriculum Development Division

January 1999

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# **INTRODUCTION TO THE CDF ACADEMY**

The California Department of Forestry and Fire Protection's (CDF) Academy is unique. No other training facility in the world offers such diversity in training. The Academy provides a virtually unparalleled spectrum of courses. Training is provided in fire protection, fire prevention, law enforcement, administration, resource management, and fire crew management.

The State of California, in recognition of its responsibility to protect the people, property, and natural resources of the state, established the CDF Academy at Lone in 1967. The current self-contained facility replaced two training centers previously maintained by CDF at Ramona in San Diego County and Sutter Hill in Amador County.

Located on a 40 acre site in the rustic Sierra Nevada foothills thirty-five miles southeast of Sacramento, the Academy is the finest of its kind. Annually, over two thousand CDF personnel participate in an academic curriculum ranging from Basic Fire Control and Arson Investigation to Supervision and Forest Insect Disease Identification and Management. In addition, students from fire protection and law enforcement agencies throughout California and the nation attend courses during the academic year.

From the outset this institution has provided innovative leadership in the areas of fire protection, law enforcement, and resource enhancement. The CDF Academy produces students uniquely qualified to carry out their mission through the skillful combination of educational theory and practical application.

# **California Department of Forestry & Fire Protection**

## **THE FACILITY**

### **ACADEMY ADDRESS**

The Academy mailing address and telephone number is:

CDF Academy  
4501 State Highway 104  
Lone, California 95640

Phone: (209) 274-2426

Office Hours are 8:00 – 12:00/1:00 – 5:00 Monday through Friday except Holidays

### **ADMINISTRATION BUILDING**

Located within the Administration Building are division offices, a library, an audio-visual room/film library, duplicating services and staff services offices.

### **APPARATUS BUILDING**

Fire apparatus and other mobile equipment assigned to the Academy is housed in an Apparatus Building which includes a complete automotive shop and warehousing facilities.

### **COMPUTER LAB**

The computer lab has ten work stations to accommodate the growing use of computer technology in the fire service. A state of the art computer learning center was established at the CDF Academy in 1990. This facility is utilized to train network supervisors and troubleshooters as well as providing hands-on training in computer assisted dispatch to multi-agency Emergency Command Center operations students. The students experience a real world computer environment that closely parallel that which would be found in modern offices.

### **DINING HALL**

The Academy's professional kitchen staff plans, prepares, and serves over 50,000 nutritious meals annually. The dining room can seat 130 persons.

### **DORMITORY**

The comfortable dormitory houses 80 students, two per room. Rooms include desks, beds, and lockers for student convenience.

### **EMERGENCY VEHICLE OPERATION COURSE**

CDF pioneered and developed the emergency vehicle operation course in the early 1970's. The six acre paved compound is designed for teaching precision control of fire apparatus. It includes a concrete skid pan and exercises for timed precision driving.

### **FIRE APPARATUS TRAINING FLEET**

The Academy has an assigned year-round training fleet of 14 fire engines. These represent the mix of wildland and structural apparatus found in CDF's field operations. There are both two-wheel and four-wheel drive vehicles.

### **FIRE LAB**

The laboratory building houses the Wildland Fire Laboratory containing a "sand table" to demonstrate the combined effects of fuel, weather, and topography on wildland incidents. Students solve fire control problems with the aid of small scale air and ground fire equipment.

### **FIREGROUND**

The two acre fireground training area which provided eight flammable liquid props including pits, tanks, leaking flanges, and a loading dock, has been closed for renovation. Also at the fireground are two concrete block houses used for structural fire and law enforcement training.

### **MAT ROOM**

A recent addition of a 1800 square foot (60 x 30) mat room is used for physical training, defensive tactics, arrest and control techniques and first aid training. Other amenities include a video player, instructor locker room, first aid supplies, and additional storage space.

### **OFF-ROAD DRIVING COURSE**

Additional apparatus operation experience is gained at the 640 acre off-road operations course. Students operate both conventional and four-wheel drive apparatus over varied terrain features, practice map reading and slope estimation, and operate winching equipment. The Department also has access to over 25,000 acres of land for practice in the use of heavy transports, bulldozers, and motor graders.

### **RECREATION FACILITIES**

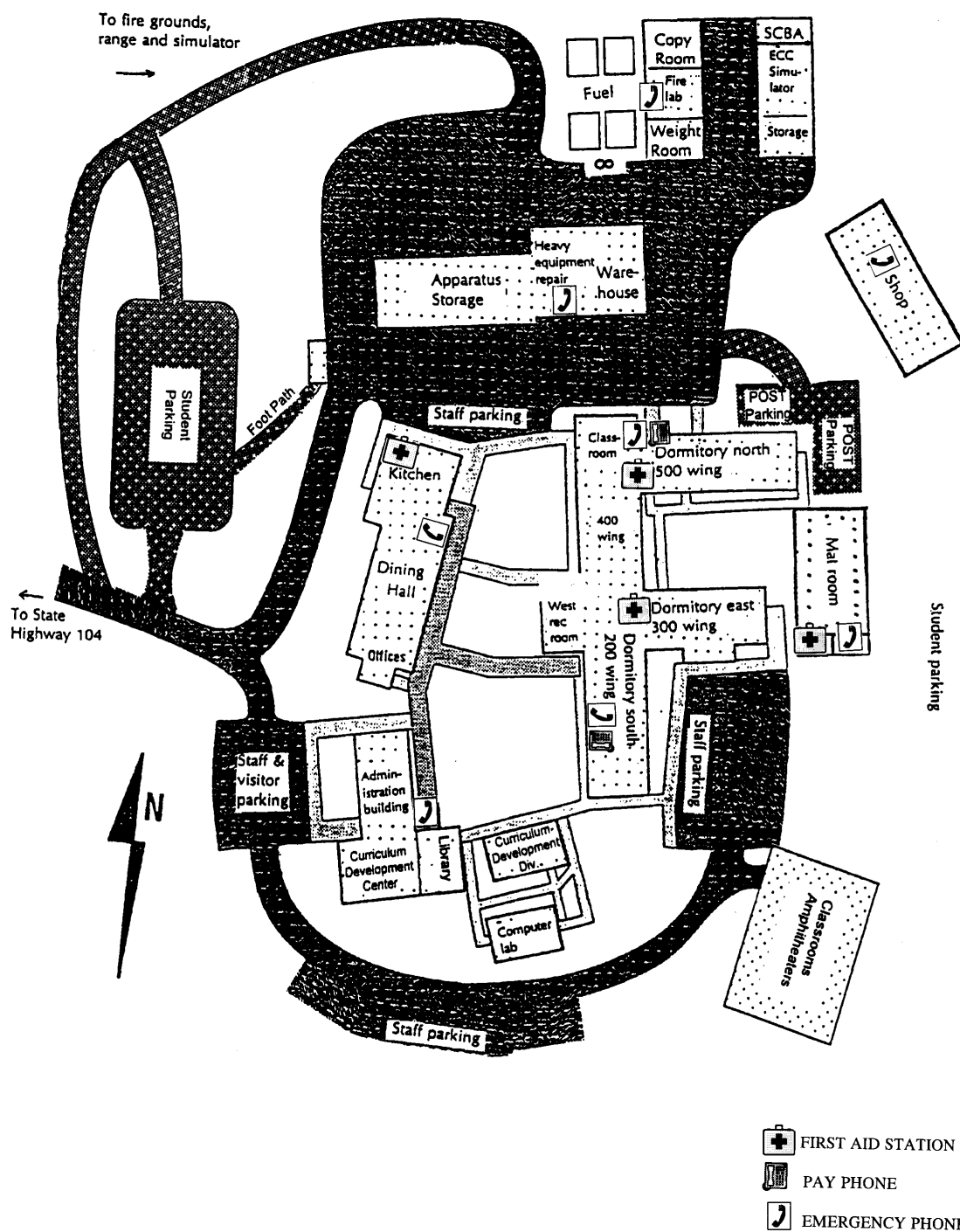
The Academy provides a number of recreational facilities including a weight room, a one mile fitness trail, and a recreation room containing pool tables, video games, and a big screen TV with VCR.

### **SIMULATORS**

Simulation is an important means of providing students with realistic situations where they can both learn and be effectively evaluated. The Academy has two simulators. One simulator can be programmed to portray emergencies ranging from hazardous materials spills to major fires. The other simulator is a mock emergency command center including radio consoles, telephones, computer data terminals, and status-keeping systems all configured in a closed circuit mode.

## OTHER SITES

Other outdoor training sites include a vehicle extrication area, a powerline emergencies and inspection area, a sixty yard small arms firing range, and a trap range.



### **GENERAL COURSE INFORMATION**

#### **ATTENDANCE CRITERIA**

Although the CDF Academy is primarily an in-service training institution, students from other agencies are invited to attend courses on a space available basis.

#### **COST OF ATTENDANCE**

The California State Administrative Manual requires that the Academy charge an appropriate rate for services to recover operating expenses. The current rates covering room, board, and instructional material can be obtained by contacting the Academy Administrator.

#### **SPACE AVAILABILITY**

Inquiries as to space availability may be made by contacting the Academy Administrator. Within California, formal requests for attendance should be directed to the appropriate CDF Regional Headquarters. Regional Headquarters are located in Redding and Riverside. Requests from outside California should be directed to the CDF Academy Administrator.

#### **STAFF AND ORGANIZATION**

The Academy instructional staff are recruited from the over 3,000 CDF employees statewide. Selection is based on educational background, depth and breadth of experience, and an unrelenting commitment to training. Most instructors hold California Community College Teaching Credentials.

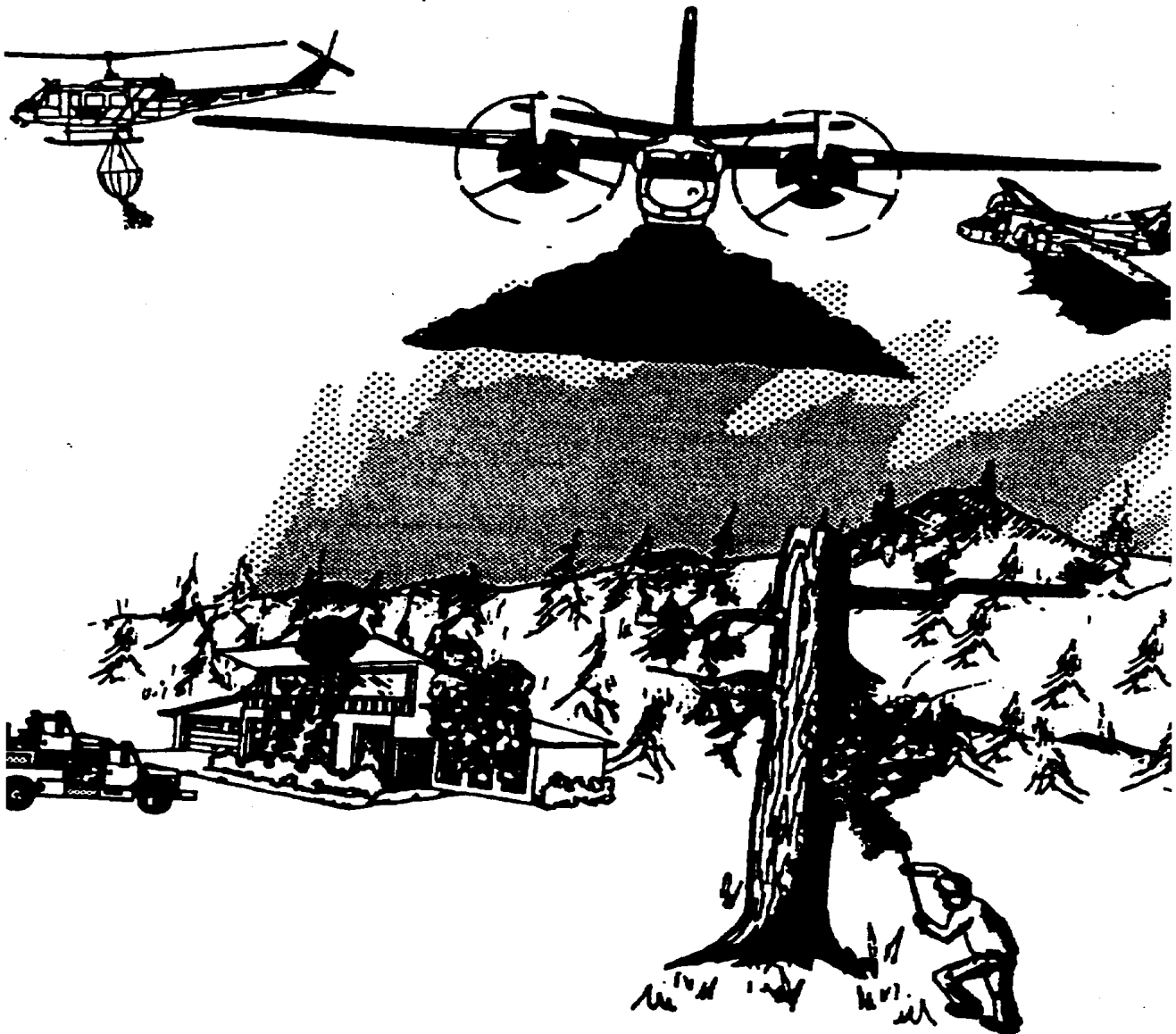
In addition to the permanent instructors, dozens of adjunct instructors from federal, state, and local agencies plus private industry and volunteers offer their diverse experience and backgrounds to the instructional effort.

Specific program areas are managed by the Director of Operations and Fire Training, the Director of Resource Management Training, the Director of Administrative Services Training, the Director of Law Enforcement and Fire Prevention Training and the Director of the Course Management Division. All administrative and support functions of the Academy are managed by the Academy Administrator.

As one of only 35 certified police academies in California, the CDF Academy is a full participant in the professional standards established by the California Peace Officer Standards and Training Commission (P.O.S.T.). The Commission closely monitors the professionalism of all Basic and Advanced Officer courses, including testing.

## FIRE TRAINING

The firefighting portion of the Department's training plan consists of a series of courses covering mandatory and specialized subjects required to meet the detailed needs of CDF's fire fighting personnel.







## **AIR ATTACK MANAGEMENT**

**Course Length:** 10 days (72 hours)

**Target Audience:** Individuals assigned to Air Attack Operations or Air Attack Bases.

**Prerequisites:** Basic ICS (I-220), Strike Team Leader (I-330, I-333, 334, or 335)

**Course Description:** Enables personnel to perform and manage functions of the air attack program. Provides basic aviation orientation including FAA regulations, in-depth application of policy and procedures required for program administration, and planning and coordinating the safe use of rotary and fixed-wing aircraft on emergency incidents. This course satisfies the training requirements for the following ICS positions: I-374 Helicopter Coordinator, I-376 Airtanker Coordinator, and I-378 Air Attack Supervisor. In addition to classroom lecture and problem solving, each student takes part in 8 hours each of flight exercise, simulations, and program administration.

## **BASIC CREW CAPTAIN MODULE 1**

**Course Length:** 5 days (36 hours)

**Target Audience:** Fire Crew Captains

**Prerequisites:** None

**Course Description:** Course is primarily supervision. It provides familiarization with cooperating agencies, custodial and staff responsibilities for working with incarcerated individuals, recognition of and dealing with counterproductive behavior, fire crew supervision, training, and organization. This class is 100% classroom instruction.

## ***BASIC CREW CAPTAIN MODULE 2***

**Course Length:** 5 days (36 hours)

**Target Audience:** Fire Crew Captains

**Prerequisites:** Basic Crew Captain

**Course Description:** This course is primarily fire operations. It will provide information on crew utilization during emergency operations, wildland fire behavior, handline construction and chain saw and higher operations. The course also includes fire crew firefighting tactics, safety, documentation, crew organization and crew training.

## ***BASIC FIRE CONTROL - FIREFIGHTER MODULE***

**Course Length:** 6 weeks (255 hours)

**Target Audience:** Newly appointed firefighters and fire apparatus operators.

**Prerequisites:** None

**Course Description:** This course is designed to provide new firefighters with the knowledge and skills to safely perform basic fire fighter tasks. Curriculum includes physical fitness, structural and vehicle fire control, vehicle extrication, hose practices and evolutions, wildland fire control, hazardous materials, incident command system and more. Instruction consists of approximately 50% classroom and 50% field exercises and testing. Upon successful completion of this course, students receive certification from the California Specialized Training Institute for Hazardous Materials First Responder - Operations. This course meets the requirements for State Fire Marshal certification as a Firefighter I.

**BASIC FIRE CONTROL - DRIVER/OPERATOR MODULE**

**Course Length:** 4 weeks (170 hours)

**Target Audience:** Newly appointed fire apparatus operators.

**Prerequisites:** California Class "B" Driver's License with tank and airbrake endorsements.

**Course Description:** This course is designed to equip students with the knowledge and skills to safely drive and operate fire apparatus and pumps and to become successful first line supervisors. Curriculum includes physical fitness, basic driving and emergency vehicle operations, preventative maintenance, off road operations, pump theory and hydraulics, preliminary fire investigation, progressive discipline, supervision and more. Instruction consists of approximately 50% classroom and 50% field exercises and testing. This course meets the requirements for State Fire Marshal certification as Driver/Operator I.

**BASIC FIRE ENGINE OPERATION**

**Course Length:** 12 days (104 hours)

**Target Audience:** Newly appointed company officers.

**Prerequisites:** California Class "B" Driver's License with tank and airbrake endorsements.

**Course Description:** Prepares participants to drive, operate, and maintain CDF fire engines in a safe and efficient manner on or off roads. Also covers elementary fire behavior and fire scene safety for the operator, the crew, and the equipment. Consists of 30% classroom and 70% field exercises and testing.

## ***CALIFORNIA INTERMEDIATE FIRE BEHAVIOR***

**Course Length:** 5 days (32 hours)

**Target Audience:** All employees Fire Apparatus Engineer and above.

**Course Description:** Emphasizes recognition of factors relating to fuels, topography, and weather that affect wildland fire behavior; application of the theory and principles presented; and presenting tools for better decision-making based on predictions for fire behavior.

**Prerequisites:** Basic Fire Control

## ***DEFENSIVE DRIVER TRAINING***

**Course Length:** 4 hours minimum

**Target Audience:** Frequent drivers shall attend and successfully complete an approved defensive driver training course at least once every four years. Employees who have a record of traffic violations and/or accidents shall attend and successfully complete an approved defensive driver training course at least once every two years. Other employees may be scheduled for the classes based on the agency safety requirements and the availability of classroom facilities.

**Prerequisites:** Valid California driver's license.

**Course Description:** A diverse group of presentations designed to promote safe driving practices among department employees. Decentralized prepared courses include a programmed text for participants, with a course administrator's guide, recommended films, and complete written and performance testing criteria. Additionally, individual units are encouraged to seek new ways to increase the professionalism of their drivers by targeting course materials to specific accident-causing problems.

## **EMERGENCY COMMAND CENTER OPERATIONS**

**Course Length:** 15 days (116 hours)

**Target Audience:** Personnel assigned to Emergency Command Centers (ECC).

**Prerequisites:** Current ECC assignment or selected to fill a vacant position in ECC.

**Course Description:** Prepares Emergency Command Center/Dispatch personnel to operate consoles and related communications equipment efficiently during emergency conditions. Provides a knowledge of dispatching procedures and policies, operation of communications consoles, computers, communications systems, stress management, running cards, maps, and status systems, telephone interrogation, resource acquisition, and the responsibilities of the operator during emergency and non-emergency situations. Includes hands-on experience in the dispatch simulator and computer laboratory.

## **FIRST RESPONDER MEDICAL TRAINING**

**Course Length:** 53 hours

**Target Audience:** Firefighter through selected chief officers are required to have First Responder medical training.

**Prerequisites:** Current CPR certification.

**Course Description:** The CDF First Responder course is an Emergency Medical Services Authority certified course designed to develop basic life-support knowledge and skills to improve the quality of care rendered to victims of accidents or illness. The course provides a basic understanding of human anatomy and physiology but the emphasis is on recognition and treatment of signs and symptoms. Course includes three hours of Communicable Disease Awareness training. Students must complete eleven medical performance skills and pass a written exam.

## **FORESTRY EQUIPMENT MANAGEMENT**

**Course Length:** 5 days (32 hours)

**Target Audience:** Fire Equipment Managers.

**Prerequisites:** None

**Course Description:** Brings Department equipment maintenance and development personnel together with various equipment manufacturers for the purpose of solving maintenance and repair problems and improving maintenance techniques. The Forestry Equipment Manager in charge of maintenance and repair selects representatives from major manufacturers to present training on subjects having statewide significance.

## **HEAVY EQUIPMENT MECHANIC SERIES**

**Course Length:** 5 days (32 hours)

**Target Audience:** Heavy equipment mechanics and others responsible for repair and maintenance of fire equipment.

**Prerequisites:** None

**Course Description:** Brings Department equipment maintenance and repair personnel together with various equipment manufacturers for the purpose of solving maintenance and repair problems and improving maintenance techniques. The Forestry Equipment Manager in charge of maintenance and repair selects representatives from major manufacturers to present training on subjects having statewide significance with the eventual goal of becoming a State certified Fire Mechanic.

## **HEAVY FIRE EQUIPMENT OPERATION**

**Course Length:** 20 days (181 hours)

**Target Audience:** Personnel who operate heavy equipment in a fire or an emergency environment.

**Prerequisites:** Valid Class A California Driver's License. Good operating skills of medium-sized dozers in rough terrain.

**Course Description:** This course consists of a series of modular training components designed to prepare the participant for heavy fire equipment operation, and maintenance of heavy fire equipment with the goal of developing the ability to make and apply sound decisions during fire suppression and other emergency situations. Also provides fundamental training for performance as Dozer Strike Team Leader.

## **INCIDENT MANAGEMENT 2**

**Course Length:** 5 days (32 hours)

**Target Audience:** Company Officers, Forestry Assistant II, Forester I, Heavy Fire Equipment Operator.

**Prerequisites:** Basic Fire Control, Intermediate Fire Behavior, Basic ICS (I-220).

**Course Description:** Provides an introductory all-risk control course stressing the management decision making responsibilities of the initial attack Incident Commander. The participants plan, organize, direct, and control their resources to meet a series of emergency situations ranging from medical to hazardous material, to wildland fire to structural fire control.



### **INCIDENT MANAGEMENT 3**

**Course Length:** 5 days (36 hours)

**Target Audience:** Chief officers and selected company officers.

**Prerequisites:** Intermediate Fire Behavior, Basic ICS (I-220).

**Course Description:** Application of the "plan, organize, direct, and control" concept to extended attack wildland incidents. Course covers effective emergency communications; capabilities of suppression resources; and estimation of fire strategy situations. Uses extensive hands-on experience and simulation. Pre-work consists of approximately 12 hours of study on fire weather, fire control, and pre-course exam.

### **INTRODUCTION TO AIR ATTACK**

**Course Length:** As a minimum, consists of Basic Air Attack (FC-100) and Basic Helitack (FC-101) slide-tape.

**Course Description:** Familiarizes fire-going personnel with the capability and tactical use of both rotary-wing and fixed-wing aircraft. Safety for both aircraft and ground personnel is stressed.

**Target Audience:** Mandatory for all personnel who may be assigned to a wildland fire.

**Prerequisites:** None

### **TRAINING OFFICERS WORKSHOP**

**Course Length:** 22 hours

**Target Audience:** CDF Training Officers

**Prerequisites:** None

**Course Description:** The purpose of this workshop is to update and maintain the training curriculum and CDF Training Handbook. It provides a network for sharing information and ideas on current training issues.

# INCIDENT COMMAND SYSTEM (ICS) COURSES





***I-200 BASIC ICS***

**Course Length:** 12-16 hours

**Target Audience:** All fire-going personnel.

**Prerequisites:** I-100 self paced instruction.

**Course Description:** This training program is designed to thoroughly familiarize the student with the design, components, and organization of the Incident Command System, and enable the trainee to effectively use the Field Operations Guide.

***I-236 STAGING AREA MANAGER***

**Course Length:** Self-paced instruction.

**Target Audience:** Trainees with little or no exposure to the functioning of a staging area.

**Prerequisites:** Basic ICS I-220.  
One of the three Strike Team Leader Courses: I-333, I-334, I-335.

**Course Description:** This training program will enable the trainee to perform as an effective Staging Area Manager. The trainee will learn the organization and responsibilities of the staging area and management of the Unit.

### ***I-244 FIELD OBSERVER/DISPLAY PROCESSOR***

**Course Length:** 32 hours

**Target Audience:** Students who demonstrate potential ability, attention to detail, and a sense of responsibility.

**Prerequisites:** Basic ICS I-220, Intermediate Fire Behavior, Basic Fire Control.

**Course Description:** Designed to meet the training needs of the Field Observer/Display Processor position in the Planning Section. Includes identifying and interpreting maps, making map calculations, using observation aids, mapping from aircraft, making field observations, and processing and displaying data.

### ***I-248 CHECK-IN RECORDER/STATUS RECORDER***

**Course Length:** Self-paced instruction.

**Target Audience:** Employee whose goal is to become an effective member of an operating resources unit.

**Prerequisites:** Basic ICS I-220.

**Course Description:** Check-In Recorder/Status Recorder is designed to teach skills needed to perform the ICS position. Describes responsibilities, procedures, and materials. Course includes how to check in resources, record resource status information, and list needed resource.

### ***I-252 ORDERING MANAGER***

**Course Length:** Self-paced instruction.

**Target Audience:** Employee whose goal is to become an Ordering Manager.

**Prerequisites:** Basic ICS I-220.

**Course Description:** Ordering Manager is designed to teach skills needed to organize and operate the ordering function.

***I-253 RECEIVING AND DISTRIBUTION MANAGER***

**Course Length:** Self-paced instruction.

**Course Description:** The trainee will learn how to staff and organize the receiving and distribution area and demobilize the unit at the end of the incident.

**Target Audience:** Trainees with little or no exposure to functioning in the supply unit and are aspiring to become Receiving and Distribution Managers.

**Prerequisites:** Basic ICS I-220. Some prior experience with inventory and accountability would be helpful.

***I-254 BASE/CAMP MANAGER***

**Course Length:** 24 hours

**Course Description:** The trainee will learn base/camp layout and operation, supervision and coordination of base/camp activities, base/camp safety, and major activities and procedures of the Base/Camp Manager.

**Target Audience:** Agency appointed personnel at the first supervisory Apparatus Operator level whose goal is to become a Base/Camp Manager.

**Prerequisites:** Basic ICS I-220.

### ***I-255 EQUIPMENT MANAGER***

**Course Length:** 32 hours

**Target Audience:** Employees who have satisfactorily maintained mobile fire fighting equipment.

**Prerequisites:** Basic ICS I-220.

**Course Description:** The trainee will learn the responsibilities of the Equipment Manager, organizing and staffing of the unit, and demobilization of the unit at the end of the incident. Course also covers transportation, inspection services, servicing and maintaining incident vehicles and equipment.

### ***I-256 TOOL AND EQUIPMENT SPECIALIST***

**Course Length:** Self-paced instruction.

**Target Audience:** Trainees who have had little or no exposure to functioning in the supply unit and who have a background in maintaining tools and equipment.

**Prerequisites:** Basic ICS I-220.

**Course Description:** The trainee will learn how to staff and organize the tool and equipment area, layout of the area, maintenance of tools and equipment, and demobilization of the unit at the end of the incident.

### ***I-259 SECURITY MANAGER***

**Course Length:** Self-paced instruction.

**Target Audience:** Students who have had some exposure to the functioning of the facilities unit.

**Prerequisites:** Basic ICS I-220.

**Course Description:** This training course provides some working tools that will enable the student to perform as an effective Security Manager on any incident. The trainee will learn how to organize and function in the Security Manager's job, how to develop and implement a security plan, and how to demobilize at the end of the incident.

### ***I-271 HELIBASE MANAGER***

**Course Length:** 40 hours

**Target Audience:** Air operations personnel who will be Helibase Managers.

**Prerequisites:** Basic ICS I-220, qualified Helispot Manager.

**Course Description:** The trainee will learn how to lay out a helibase; organize and brief subordinates; plan resource consideration, security, and provide information for the Incident Action Plan; maintain records; communication and traffic control; utilization of helicopters; retardant mixing; fueling and maintenance of the aircraft and helibase area; use of specialized equipment; crash rescue organization; and responsibilities and demobilization of the helibase.



### ***I-272 HELISPOT MANAGER***

**Course Length:** Self-paced instruction.

**Target Audience:** Those who will be Helispot Managers.

**Prerequisites:** Basic I-220, Basic Helicopter Training, Basic Fire Fighter Training.

**Course Description:** Course covers the mission and organization of a helispot, elements in the location and layout of a helispot, proper safety, manifesting, and loading of helicopters at the helispot.

### ***I-300 INTERMEDIATE INCIDENT COMMAND SYSTEM***

**Course Length:** 27 hours

**Target Audience:** First level supervisory personnel involved in ICS applications.

**Prerequisites:** I-100, I-200

**Course Description:** It provides more description and detail of the organization and operation of the ICS, management of resources, describes the duties of all positions including the Air Operations organization and provides examples of how the essential principles are used in incident and event planning.

***I-333/I-334/I-335 STRIKE TEAM LEADER: CREW, ENGINE, DOZER***

**Course Length:** 12-16 hours

**Target Audience:** Company officers or chief officers who will be Strike Team Leaders.

**Prerequisites:** Basic ICS I-220, Intermediate Fire Behavior, Basic Fire Control.

**Course Description:** The purpose of this series of courses is to teach the trainee the management skills necessary to perform specific functions within the Incident Command System. Tactics are only addressed when necessary. Course covers the basic responsibilities of Strike Team Leader, types of Engine Strike Teams, pre-incident responsibilities, assembly and travel procedures, responsibilities, and the demobilization process.

***I-339 DIVISION/GROUP SUPERVISOR COURSE***

**Course Length:** 16 hours

**Target Audience:** Strike Team Leader who will be a Division/Group Supervisor.

**Prerequisites:** Basic ICS I-220, Strike Team Leader I-333, I-334, I-335, other agency prerequisites, and experience in Task Force/Strike Team Leader on various types of incidents.

**Course Description:** This course is designed to teach the management skills needed to perform as a Division/Group Supervisor. Course covers check-in procedures, pre-incident responsibilities, briefings, and resources.

**Desirable Experience:** Additionally, trainees should have a basic or working knowledge in all or most of the following areas:

1. Assessing the capabilities of assigned
2. Leadership experience and the ability to d supervise single resources, task forces and strike icy incident situations.
3. General occupational safety practices.
4. Ability to size-up emergency situations and variety of emergency incident situations.
5. The Incident Command System.
6. Principles, practices, tactics, and strategy of
7. Principles, practices, tactics and strategy of
8. Emergency medical care and management iques.
9. Hazardous materials management.

***I-342 DOCUMENTATION UNIT LEADER***

**Course Length:** Self-paced instruction.

**Target Audience:** The trainee who has little or no exposure to the functioning of a Documentation Unit Leader.

**Course Description:** The trainee will learn the organization and function of the unit and unit activation. Course includes setting up files for maintaining incident activities, and reproducing and assembling documents.

**Prerequisites:** Basic ICS I-220.

***I-346 SITUATION UNIT LEADER***

**Course Length:** 16 hours

**Target Audience:** Field Observer/Display Processor who will be a Situation Unit Leader.

**Prerequisites:** Basic ICS I-220, Field Observer/Display Processor I-244.

**Course Description:** The trainee will learn about the mission and function of the unit, and how to organize and staff the Situations Unit. Course includes establishing and maintaining situation displays, preparing the Incident Status Summary, traffic plans, and other required reports.

### ***I-347 DEMOBILIZATION UNIT LEADER***

**Course Length:** 12 hours

**Target Audience:** Resource Unit personnel with an interest in becoming a Demobilization Unit Leader.

**Prerequisites:** Basic ICS I-220, Resource Unit Leader I-348.

**Course Description:** The trainee will learn how to organize the Demobilization Unit, the importance of good demobilization planning, and development and implementation of the demobilization plan.

### ***I-348 RESOURCES UNIT LEADER***

**Course Length:** 16-24 hours

**Target Audience:** Check-in Recorder/Status Recorders who will be a Resource Unit Leader.

**Prerequisites:** Basic ICS I-220, Check-in/Status Recorder I-248.

**Course Description:** The trainee will learn organization of the Resources Unit, relationships with other functions, and organizing and operating the Resources Unit.

***I-354 FACILITIES UNIT LEADER***

**Course Length:** 32 hours

**Target Audience:** Qualified  
Base/Camp Managers.

**Prerequisites:** Basic ICS I-220,  
Base/Camp Manager I-254,  
Security Manager I-259.

**Course Description:** Topics include the Facilities Unit Leader checklist, organizing and staffing the Facilities Unit, and major activities, procedures, and responsibilities of a Facilities Unit Leader.

***I-355 GROUND SUPPORT UNIT LEADER***

**Course Length:** 8 hours

**Target Audience:** Equipment  
Managers who will be Ground  
Support Unit Leaders.

**Prerequisites:** Basic ICS I-220,  
Equipment Manager I-255.

**Course Description:** The trainee will learn the organization and staffing of the unit, managing the unit, implementing the traffic plan, record keeping, and demobilization at the end of the incident.

### ***I-356 SUPPLY UNIT LEADER***

**Course Length:** 32-36 hours

**Target Audience:** Ordering or Receiving/Distribution Manager who will be a Supply Unit Leader.

**Prerequisites:** Basic ICS I-220, Ordering Manager I-252, Receiving Distribution Manager I-253, Tool and Equipment Specialist I-256, satisfactory performance as either an Ordering Manager or Receiving and Distribution Manager.

**Course Description:** Subjects covered include organization of supply function, relationships with other functions, operations of the supply function, and demobilization.

### ***I-357 FOOD UNIT LEADER***

**Course Length:** 24 hours

**Target Audience:** Personnel with kitchen and food management experience who will be Food Unit Leaders.

**Prerequisites:** Basic ICS I-220.

**Course Description:** The trainee will learn common responsibilities of assigning personnel, organizing and staffing, feeding requirements, establishing kitchen operations, and maintenance and demobilization of the unit.

***I-358 COMMUNICATIONS UNIT LEADER***

**Course Length:** 32 hours state level, 80 national level.

**Target Audience:** Command Center personnel and selected personnel with communications background.

**Course Description:** The student will learn the organization of the communications function; how to manage the Communications Center; communications theory; availability of equipment and its utilization; how to develop the Communications Plan; use of forms; and how to demobilize the Communications Unit.

**Prerequisites:** Basic ICS I-220

***I-359 MEDICAL UNIT LEADER***

**Course Length:** Self-paced instruction.

**Target Audience:** Emergency Medical Technicians who have little or no exposure to the Medical Unit.

**Course Description:** The trainee will learn the duties and responsibilities of the Medical Unit Leader, including preparing a Medical Unit Plan, operations of the unit, and the demobilization of the Medical Unit.

**Prerequisites:** Basic ICS I-220.

***I-362 COST UNIT LEADER***

**Course Length:** 12 - 16 hours

**Target Audience:** CDF Cost Unit Leader/personnel who will be working in the ICS Cost Unit.

**Course Description:** Agency specific training for personnel working in the cost unit. Covers generating cost estimates, E-Fund estimates, billing packages and agreements within CDF policies and guidelines.

**Prerequisites:** None



***I-363 COMP./CLAIMS UNIT LEADER***

**Course Length:** 12 - 16 hours

**Target Audience:** Personnel who will be working in the Comp./Claims Unit.

**Course Description:** Agency specific course covering policies, procedures, protocols and forms for handling injured employees, or receiving reported private property damage claims filed against the department.

**Prerequisites:** None

***I-365 TIME UNIT LEADER***

**Course Length:** 12 - 16 hours

**Target Audience:** CDF Personnel who will be working as time recorders at an incident base.

**Course Description:** Agency specific training for time reporting specialists in the ICS Finance/Time Unit course covers CDF procedures, policies, and forms relating to personnel time reporting for both departmental and emergency fire personnel.

**Prerequisites:** None

***I-368 PROCUREMENT UNIT LEADER***

**Course Length:** 12 - 16 hours

**Target Audience:** CDF employees working as specialists or unit leaders in the procurement unit.

**Course Description:** Agency specific training for specialist working in the Procurement Unit. Covers CDF specific policies, procedures, protocols and forms for procurement.

**Prerequisites:** None

### ***I-374 HELICOPTER COORDINATOR***

**Course Length:** 40 hours

**Target Audience:** Air operations personnel who will be Helicopter Coordinators and/or Air Attack Supervisors.

**Prerequisites:** Basic ICS I-220, satisfactory performance supervising a helicopter and crew.

**Course Description:** The trainee will learn about safety, air traffic control, communication, helitanker consideration and use, and other helicopter utilization.

### ***I-375 AIR SUPPORT SUPERVISOR***

**Course Length:** 8 hours

**Target Audience:** Helibase Managers who will be Air Support Supervisors.

**Prerequisites:** Basic ICS I-220, Helispot Manager I-272, Helibase Manager I-271, satisfactory performance as a Helibase Manager.

**Course Description:** The trainee will learn the duties and responsibilities of the Air Support Supervisor, how to organize the air operations group, and safety regulations.

### ***I-376 AIRTANKER COORDINATOR***

**Course Length:** 40 hours

**Target Audience:** Air Operations personnel who will be Airtanker Coordinators and/or Air Attack Supervisors.

**Prerequisites:** Basic ICS I-220, agency prerequisites

**Course Description:** The trainee will learn the organizational structure of the Air Attack Group; responsibilities as an Airtanker Coordinator; providing target description information; planning and coordinating air attack missions, airtanker retardant capabilities; capabilities and limitations of the aircraft itself; and communications and control of a complex operation.

### ***I-378 AIR ATTACK SUPERVISOR***

**Course Length:** 40 hours

**Target Audience:** Air Operations personnel who will be Air Attack Supervisors.

**Prerequisites:** Basic ICS I-220, Helicopter Coordinator I-374, Airtanker Coordinator I-376, satisfactory performance as a Division/Group Supervisor.

**Course Description:** The trainee will learn responsibilities prior to and upon arrival at the incident; safety for the Air Attack Group; strategies and use of tactical aircraft; proper radio communication for the Air Operation; and basic map reading.

### ***I-400 ADVANCED INCIDENT COMMAND SYSTEM***

**Course Length:** 22 hours

**Target Audience:** Senior personnel who will function in multi-agency or multi-jurisdictional incidents, and personnel who will function in management roles in large, complex incidents and far within an/or within an Area Command.

**Course Description:** The course emphasizes large-scale organization development; roles and relationships of the primary staff; the planning, operational, logistical and fiscal considerations related to large and complex incident and event management. It describes the application of Area Command and the importance of interagency coordination on complex incidents and events.

**Prerequisite:** I-100, I-200, I-300

### ***I-401 MULTI-AGENCY COORDINATION***

**Course Length:** 4 hours

**Target Audience:** Senior personnel who function in major multi-agency or multi-jurisdictional incidents, and personnel who function in management roles in large complex incidents and/or within an Area Command. Emergency management staffs within jurisdictional Emergency Operating Centers.

**Course Description:** This module describes the major elements associated with developing and implementing an effective multi-agency coordination system. The module describes essential differences between Area Command, Multi-agency Coordination systems, and jurisdictional Emergency Operating Centers (EOC). An exercise involving the design of an interagency MACS is included.

**Prerequisites:** I-100, I-200, I-300. I-400

## ***I-402 ICS FOR EXECUTIVES***

**Course Length:** 2 hours

**Target Audience:** Agency executives, administrators, and policymakers.

**Suggested Prerequisite Modules:** Modules 1-4 and Module 15 provide additional background material in support of this module.

**Course Description:** Module 17 is an ICS orientation for executives, administrators and policymakers. The Module provides a basic understanding of ICS, unified and area command, and multi-agency coordination to those persons responsible for setting or implementing policy, but who normally are not a part of the on-scene ICS organization. The module also discusses responsibilities and information transfer between agency executives and incident commanders. An Executive Briefing Paper is included as an option to the instructional material.

## ***I-420 COMMAND AND GENERAL STAFF***

**Course Length:** 24-40 hours

**Target Audience:** Nominees should be those persons targeted for Command and General Staff positions.

**Prerequisites:** Trainees should have completed all courses necessary to qualify for the Command and General Staff position they will fill during I-420.

**Course Description:** Provides the interactive skills necessary to qualify Command and General Staff personnel in management skills and inter-functional relationships on incidents. The emphasis is on team members' interaction and not on tactics.

***I-430 OPERATIONS SECTION CHIEF***

**Course Length:** 40 hours

**Target Audience:** Qualified Branch Directors who will be Operation Section Chiefs.

**Prerequisites:** Basic ICS I-220, Strike Team Leader I-333, 334, or 335, Division/Group Supervisor I-339, and satisfactory performance as a Division/Group Supervisor.

**Course Description:** Course covers command concepts, organization of the operations section, briefings, development of the operation section portion of the Incident Action Plan, briefing personnel, supervising operations on the incident, staging areas, assembling and disassembling strike teams and task forces, and demobilization.

***I-440 PLANNING SECTION CHIEF***

**Course Length:** 32 hours

**Target Audience:** Qualified Situation and Resources Unit Leaders who demonstrate potential ability.

**Prerequisites:** Basic ICS I-220, Strike Team Leader I-333, 334, or 335, Division/Group Supervisor I-339, Field Observer/Display Processor I-224, Resources Unit Leader I-224, Situation Unit Leader I-348, Situation Unit Leader I-346, satisfactory performance as a Division/Group Supervisor, Situation Unit Leader, and a Resources Unit Leader.

**Course Description:** The course is designed to thoroughly familiarize the student with the organization, responsibilities, and duties of the Planning Section Chief.

### ***I-450 LOGISTICS SECTION CHIEF***

**Course Length:** 32 hours

**Target Audience:** Qualified Ground Support Unit Leaders or Supply Unit Leaders.

**Course Description:** The course covers organization of the logistics function, relationships with other functions, organizing and operating the logistics function, and demobilization.

**Prerequisites:** Basic ICS I-220, Ground Support Unit Leader I-355, Facilities Unit Leader I-354, Supply Unit Leader I-356, Base/Camp Manager I-254, Ordering Manager I-252, Receiving and Distribution Manager I-253, Equipment Manager I-255.

### ***I-460 FINANCE SECTION CHIEF***

**Course Length:** 40 hours

**Target Audience:** Qualified Time Unit Leaders or Procurement Unit Leaders.

**Course Description:** The trainee will learn to manage the financial and cost analysis aspects of the incident and to supervise member of the Finance Section.

**Prerequisites:** Basic ICS I-220, Time Unit Leader I-365, Procurement Unit Leader I-368, Command and General Staff I-420.

***I-470 AIR OPERATIONS DIRECTOR***

**Course Length:** 16 hours

**Target Audience:** Air Operations personnel who will be Air Operations Directors.

**Prerequisites:** Basic ICS I-220, Air Attack Supervisor I-378, Air Tanker Coordinator I-376, Helicopter Coordinator I-374, Air Support Supervisor I-375, Helibase Manager I-271, Helispot Manager I-272, Strike Team Leader I-333, 334, or 335.

**Course Description:** The trainee will learn organization of the Air Operations Branch, planning for the Air Operations Branch and implementation of that plan, communication to include radio frequency requirements and communication safety guidelines, and demobilization of the Air Operations Branch.

***INCIDENT COMMANDER (I-400)***

**Course Length:** 24 hours

**Target Audience:** Personnel with multi-division incident command experience who will be multi-branch incident commanders.

**Prerequisites:** Must be qualified multi-division incident commanders. Operations Chief/Branch Director I-430, Division/Group Supervisor I-339, Strike Team Leader I-333, I-334, I-335, Situation Unit Leader I-346, Field Observer/Display Processor I-224, Basic ICS I-220.

**Course Description:** Course includes the purpose of the incident briefing and the incident briefing form (ICS 201), incident planning, incident management, responsibilities on a single and multi-agency incident, incident demobilization, and incident evaluations.



### ***SAFETY OFFICER (I-401)***

**Course Length:** 24 hours

**Target Audience:** Personnel who will be assigned to the safety function on emergency incidents.

**Prerequisites:** Basic ICS I-220. Trainees should be qualified Division/Group Supervisors with experience in the type of risk management they will be expected to perform.

**Course Description:** Course covers the role, authority, and responsibilities of a Safety Officer; analysis techniques; safety messages; briefings and reports; and hazard/risk prioritization.

### ***LIAISON OFFICER (I-402)***

**Course Length:** 12 hours

**Target Audience:** Students should be chief officers within the department, preferably Division Chief or higher.

**Prerequisites:** Basic ICS I-220, Division/Group Supervisor I-339, Strike Team Leader I-333, or I-334, Or I-335.

**Course Description:** Course includes the duties of the Liaison Officer and agency representative; agency authority; difference between cooperation and assistance; staffing needs; and tools and techniques used for communicating intra and inter-incident.

**INFORMATION OFFICER (I-403)**

**Course Length:** 40 hours

**Target Audience:** Personnel who will be expected to perform as Information Officers in an Information Center.

**Prerequisites:** Basic ICS I-220.

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**Course Description:** The trainees will learn to formulate and release information about an incident to news media and other appropriate agencies and organizations.

**CDF 362 COST ANALYST**

**Course Length:** 36 Hours

**Target Audience:** Personnel who will be assigned to the Cost Unit on emergency incidents or current Finance Section Chiefs or Cost Unit Leaders needing updated skills training.

**Prerequisites:** Basic ICS I-220

**Course Description:** The trainee will learn to perform as an analyst within the Cost Unit. Functions include cost estimates, cost recovery packages, cost share agreements, and cost effective recommendations.

### **CDF 363 COMPENSATION/CLAIMS SPECIALIST**

**Course Length:** 36 Hours

**Target Audience:** Personnel who will be assigned to the Compensation/Claims Unit on emergency incidents.

**Course Description:** The trainee will learn to function as a Compensation for Injury Specialist, Claims Specialist, and a Comp/Claims Unit Leader.

**Prerequisites:** Basic ICS I-220

### **CDF 365 TIME SPECIALIST**

**Course Length:** 36 Hours

**Target Audience:** Personnel who will be assigned to the Time Unit on emergency incidents.

**Course Description:** Trainee will learn to function as a Personnel Time Recorder, Equipment Time Recorder, and a Time Unit Leader.

**Prerequisites:** Basic ICS I-220

**CDF 368 PROCUREMENT SPECIALIST**

**Course Length:** 36 Hours

**Target Audience:** Personnel who will be assigned to the Procurement Unit on emergency incidents.

**Course Description:** Trainee will learn to function as a Procurement Specialist within the Procurement Unit. Functions include contracts and agreements, document auditing and processing, and disbursement of fire time checks.

**Prerequisites:** Basic ICS I-220

**CDF 404 AGENCY REPRESENTATIVE**

**Course Length:** 32 Hours

**Target Audience:** Personnel who will perform as CDF Agency Representative on multi-agency/multi-discipline incidents of varying complexities.

**Course Description:** Trainee will learn agency specific policies and procedures relative to federal cooperators, other state agencies, local government, and contract counties. This course includes existing contracts and agreements, MOUs, operating plans, and CDF policy regarding resource utilization and emergency fund authority.

**Prerequisites:** Chief Officers who are Command or General Staff qualified.

## **FIRE PREVENTION TRAINING**

The fire prevention portion of the Department's training plan consists of a series of courses covering fire prevention and law enforcement, supplemented by specialized courses designed to provide detailed training in technical fire prevention subjects.





**ADVANCED OFFICER - AIU (ARSON INVESTIGATION UNIT)  
(P.O.S.T. CERTIFIED)**

**Course Length:** 5 days (32 hours)

**Target Audience:** Peace Officers assigned to Arson Investigation Unit. Recommended annually, required every 2 years.

**Prerequisites:** P.O.S.T. Basic, AIU member, Peace Officer status.

**Course Description:** Updates Peace Officer in criminal law, new techniques in law enforcement, equipment, and procedures. Course changes with current developments.

**ADVANCED OFFICER - REFRESHER  
(P.O.S.T. CERTIFIED)**

**Course Length:** 5 days (32 hours)

**Target Audience:** Mandatory for Peace Officers who have not had an Advanced Officer, technical course or the P.O.S.T. Basic course for 2 years, excluding Division Chief, Fire Prevention Officer II, Forester II and above.

**Prerequisites:** Peace Officer status

**Course Description:** Updates Peace Officer in current changes and additions to criminal law, civil law, misdemeanor arrests, CDF law enforcement policy, testifying in court, and defensive tactics.

**ARSON/BOMB INVESTIGATION 1A  
(P.O.S.T. CERTIFIED)**

**Course Length:** 5 days (40 hours)

**Target Audience:** Employees with fire investigation responsibilities.

**Prerequisites:** None

**Course Description:** Prepares participant to successfully carry out the responsibility of arson detection and establish the foundation for an in-depth arson investigation. The course also serves as the initial phase of training for persons who intend further study to become fire and arson investigators.

**ARSON/BOMB INVESTIGATION 1B  
(P.O.S.T. CERTIFIED)**

**Course Length:** 5 days (40 hours)

**Target Audience:** Employees with fire investigation responsibilities.

**Prerequisites:** Arson Investigation I or permission of the Director of FP/LE Training.

**Course Description:** Prepares participant to successfully carry out the responsibility of arson detection and investigation. The scope of the course ranges from an understanding of fire behavior and determining the cause and origin of fire, to the types and uses of laboratory services available to the investigator. Includes the responsibilities of an investigator to conduct a thorough fire scene investigation.



**ARSON/BOMB INVESTIGATION 2A  
(P.O.S.T. CERTIFIED)**

**Course Length:** 5 days (40 hours)

**Target Audience:** Employees with extensive fire investigation responsibilities.

**Prerequisites:** Arson Investigation I and II or permission of the Director of FP/LE Training.

**Course Description:** Prepares participant to conduct criminal investigations specializing in arson. Subjects are criminal law, laboratory services, search and seizure, and other activities aiding in criminal investigation.

**ARSON/BOMB INVESTIGATION 2B  
(P.O.S.T. CERTIFIED)**

**Course Length:** 5 days (40 hours)

**Target Audience:** Employees with extensive fire investigation responsibilities.

**Prerequisites:** Arson Investigation I, II, and III or permission of the Director of FP/LE Training.

**Course Description:** The culmination of Arson Investigation courses series. Emphasizing practical investigation problems, each participant actually prepares a case report after investigating a fire. The report is reviewed by an attorney and is presented in moot court.

**FIREARMS INSTRUCTOR  
(P.O.S.T. CERTIFIED)**

**Course Length:** 5 days (40 hours)

**Target Audience:** Peace Officers in prevention selected to conduct the CDF qualification course and firearms training.

**Prerequisites:** Peace Officer status. Must shoot a qualifying score on modified bulls eye course of fire on first day of training in order to enter course. Must be a competent shooter.

**Course Description:** Prepares participant to manage a firearms range. Instruction includes range safety, combat shooting with handguns and shotguns, instructional techniques, and care and cleaning of weapons.

**NOTE:** This course prepares competent shooters to become instructors.

**FIRE PREVENTION EDUCATION**

**Course Length:** 5 days (38 hours)

**Target Audience:** Employees who may be assigned, in the course of employment, to perform public awareness duties. Mandatory within one year of appointment for all fire prevention personnel.

**Prerequisites:** None

**Course Description:** Prepares participants to effectively present fire prevention information to the general public and school groups. It includes public speaking, slide selection preparation and presentation, as well as practical exercises in public service announcements, and the selection of written material.

**FIRE PROTECTION LAND USE PLANNING WORKSHOP**

**Course Length:** 5 Days (36 hours)

**Target Audience:** CDF staff directly involved in assisting a county to develop land use policies.

**Prerequisites:** None

**Course Description:** Prepares participants to understand the concepts of strategic fire planning in order to demonstrate how those concepts can be applied to the process of local land use planning and development of laws and procedures. It will provide insight into the purpose of the county general plan, the process to update and revise planning documents, the routes for providing strategic fire protection input, and the possible items, practices, and or measures that could be addressed in each mandated element of a general plan relative to wildland fire protection. It will introduce methods for implementing department policy and procedures in statewide wildland fire protection planning, site specific structure and development mitigation, and county wide master planning to meet CDF's statewide wildland fire protection mission. It will increase the validity and credibility of CDF land use planning recommendations.

**PEACE OFFICERS STANDARDS AND TRAINING BASIC ACADEMY**

**Course Length:** 664 hours

**Target Audience:** Employees who will perform Peace Officer duties.

**Prerequisites:**

1. Completed background check as required by the Commission on Peace Officer Standards and Training. If background check information is delayed, a student can be admitted to the course with permission of the Academy Administrator or the Director of Fire Prevention/Law Enforcement Training.
2. Currently valid first aid and C.P.R. cards must be held by student. This will be verified by the Director of Fire Prevention/Law Enforcement Training on the first day of class. First aid and C.P.R. training are required by P.O.S.T. and the Health and Safety Code.
3. High school graduation or equivalent.
4. Willingness to subscribe to the "Law Enforcement Code of Ethics."

**Course Description:** Prepares participant for appointment as a Peace Officer. Instruction covers all areas as mandated by the Commission on Peace Officer Standards and Training (P.O.S.T.): professional orientation, police-community relations, law, laws of evidence, communications, vehicle operations, force and weaponry, patrol procedures, traffic, criminal investigation, custody, physical fitness and defensive tactics.

**NOTE:** Successful completion of the course is required prior to any employee receiving an appointment as a Peace Officer within the Department.

5. Meet departmental medical guidelines (see Chapter 2120, Section 2111.1).
6. Successful completion of Psychological Examination administered by State Personnel Board (SPB) with "Qualified" results.

***PRELIMINARY FIRE INVESTIGATION***

**Course Length:** 20 hours (given as part of Basic Fire Control course)

**Target Audience:** Newly appointed company officers and fire fighters.

**Course Description:** Prepares the participant to complete Preliminary Investigation Reports. Course includes interviews; observations; sources of ignition; investigation of vehicle, structure and wildland fires; identification, preservation and recording of evidence; and report preparation.

**Prerequisites:** None

**PUBLIC OFFICER**

**Course Length:** 5 days (40 hours)

**Target Audience:** Employees who will be appointed Public Officer under authority of Penal Code 830.7(d).

**Course Description:** Prepares participants to be appointed as a Public Officer under Penal Code Section 830.7(d). Instruction includes CDF law enforcement policy, law, report writing, misdemeanor citations, and small claims.

**Prerequisites:**

1. Completion of training requirements of California Penal Code section 832.
2. Completed background check (same as required for P.O.S.T. Basic course).  
If background check is delayed, a student can be admitted to the course with permission of the Academy Administrator or the Director of Fire Prevention/Law Enforcement training.
3. High school graduation or equivalent.
4. Willingness to subscribe to the "Law Enforcement Code of Ethics".

## **RESOURCE MANAGEMENT TRAINING**

The Resource Management section training plan consists of a series of courses designed to provide specialized training to personnel dealing with resource management issues.







## **ADVANCED WILDLAND FIRE BEHAVIOR CALCULATIONS (S-490)**

Course Length: 5 days (40 hours)

**Target Audience:** Fire managers, prescribed fire planners, and fire Incident Commanders.

**Course Description:** Participants will determine appropriate fire model inputs, make calculations and use calculated outputs to estimate fire growth and interpretations of fire behavior. Course will use the BEHAVE computer program on laptops they bring from their unit.

**Prerequisites:** Intermediate Fire Behavior (S-290), Introduction to Wildland Fire Behavior Calculations (S-390) and BEHAVE program training; must have achieved an 80% score or higher on the closed book pre-test.

**ARCHEOLOGICAL TRAINING FOR RESOURCE  
PROFESSIONALS**

**Course Length:** 3 days (24 Hours)

**Target Audience:** CDF personnel and other professionals involved in project management who may encounter archeological sites on which some impact is being considered.

**Prerequisites:** None

**Course Description:** The course is intended as a practical training course for foresters and other resource professionals who may encounter archeological sites and resources in their daily field activities. In addition, the course satisfies the five year continuing education requirement of the forest practice rules. Illustrated slide lectures, assigned reading, group workshops, group discussions, and archeological field surveying exercises will familiarize students with the kinds of archeological materials they are likely to encounter, their legal obligations towards them, and how to best achieve compliance with current cultural resource mandates. Course instructors include state, consulting and research archaeologists, as well as, Registered Professional Foresters and CDF personnel. Training classes are scheduled based on responses received during the open enrollment period.

**ARCHEOLOGICAL TRAINING FOR RESOURCE  
PROFESSIONALS - REFRESHER**

**Course Length:** 1 day (8 Hours)

**Target Audience:** CDF personnel and other professionals involved in project management who may encounter archeological sites on which some impact is being considered.

**Prerequisites:** Archeological Training For Resource Professionals (3 day course)

**Course Description:** The refresher class will be almost totally a field exercise. This course is intended as refresher training for foresters and other resource professionals who may encounter archeological sites and resources in their daily field activities. In addition, the course satisfies the five-year continuing education requirement of the forest practice rules. Course instructors include state, consulting and research archaeologists, as well as, Registered Professional Foresters and CDF personnel. Training classes are scheduled based on responses received during open enrollment period.

## **BASIC FOREST PRACTICE**

**Course Length:** 5 days (32 hours)

**Target Audience:** New CDF Forest Practice Inspectors, fire prevention, fire suppression, and resource specialist personnel involved or interested with the Forest Practice program. Employees interested in a basic working knowledge of the Forest Practice Act may find this course useful.

**Prerequisites:** None. A working knowledge of the tools of a forester is desirable (e.g. hand compass, diameter tapes, pacing) as well as vocabulary.

**Course Description:** This training is designed to provide an employee with basic knowledge and stress skills necessary to perform the duties of a Forest Practice Inspector. Provides new CDF inspectors with an orientation to CDF, discusses the California Forest Practice Program as it relates to Policy, Rules and Regulations, Timber Harvest Plans, THP Review Process, conducting THP inspections, and inspection report writing. Materials has been extracted from many publications, workshops, seminars. These materials reinforce local policies, procedures and operations. Therefore, instructors are knowledgeable in CDF policies and procedures and local application.

## **BEHAVE PROGRAM FOR FIRE BEHAVIOR CALCULATIONS**

**Course Length:** 2 days (16 Hours)

**Target Audience:** persons preparing burn plans, Vegetation Management Coordinators, and those scheduled for "Advanced Wildland Fire Behavior Calculations" S-490.

**Prerequisites:** "Intermediate Fire Behavior" S-290. A portable or lap top computer and a modest knowledge of its use.

**Course Description:** The course familiarizes the student with BEHAVE, a collection of computer programs that predict fire behavior on forest or range lands. BEHAVE is based largely on Rothermal's 1972 fire spread model and grew out of materials developed for the U.S. Forest Service's national training course for Fire Behavior Analysts. BEHAVE is the system used in "Advanced Wildland Fire Behavior Calculations" S-490. An IBM compatible portable computer with 4 megabytes available on the hard drive and a printer is required.

## **CDF FOREST MENSURATION**

**Course Length:** 40 Hours  
(Monday – Friday with evening review sessions)

**Target Audience:** The primary target audience is Forest Practice Inspectors; ideal for anybody involved with forest resource assessment.

**Prerequisites:** Students must be familiar with math and statistics concepts; the use of basic mensuration instruments such as; diameter tape, clinometer, Biltmore stick, increment borer, and prisms; and must have a working knowledge of the contents of a Timber Harvesting Plan. A college level Forest mensuration course is recommended.

**Course Description:** Methods and principles of measurement of trees and stands. Emphasis is placed on sampling and inventory techniques, use of volume tables, and statistical measures. The course is intended to:

- To review the use of forest tools and forest measurement techniques for the purpose of quantifying forest resources;
- To provide the resource manager with statistical background necessary to describe the forest, recommend prescriptions for treatment and determine the effectiveness of such treatment;
- To provide field exercises as well as theory lectures to introduce the student to mensuration jargon, terminology and concepts, and to provide the opportunity to communicate those skills.

## **CDF SILVICULTURE**

**Course Length:** 60 Hours (two locations representing two distinct forest types)

**Target Audience:** The primary target audience is Forest Practice Inspectors; ideal for anybody involved with forest resource assessment.

**Prerequisites:** College level forest silviculture is recommended.

**Course Description:** This course is a “hands-on” field oriented course on CDF useful silviculture. Student will evaluate prescriptions in stands and present their findings to the instructors. Topics include: silvicultural systems, regeneration methods, intermediate treatments, the connection between ecology, ecosystem management and silviculture; identifying and ranking silvical characteristics for California tree species; stand composition and structure; site index/site class field exercise; and the connection between tree physiology and operation environment.

**CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT)**

**Course Length:** 3 Days (16 Hours)

**Target Audience:** Regional and local environmental coordinator.

**Prerequisites:** None

**Course Description:** Covers CEQA process overview including purpose, legislative background, key participants and general process steps, and the significance of CEQA, the County General Plan, the Subdivision Map Act and the Local Government Planning Process. Students will be able to identify situations that require CEQA environmental review and comment effectively on environmental documents.

**FOREST GROWTH & YIELD**

**Course Length:** 5 days (40 Hours)

**Target Audience:** Foresters Practice Inspectors.

**Prerequisites:** A working knowledge of forest mensuration. Students must be familiar with the use of basic mensuration instruments such as; diameter tape, clinometer, Biltmore stick, increment borer, and prisms; have a working knowledge of the contents of a Timber Harvesting Plan; and be comfortable using computer spreadsheets.

**Course Description:** Whereas mensuration focuses on methods of estimating the static characteristics of the forest, this short course will focus on the dynamic nature of forests – growth measurement and the factors that affect growth. The emphasis in this short course is on those growth and yield issues affecting the forest practices inspector's analysis of environmental planning documents such as timber harvest plans (THPs), Non-industrial Timber Harvest Plans (NTMPs), and Sustained Yield Plans (SYPs).

The course begins with a brief introduction to site indexing. Next, the course will present the theory and methods of estimating the growth characteristics of individual trees and stands. Knowledge of standard growth will provide the student with understanding of the determinants and estimation and prediction of stand yield. Finally, the simple models used to predict stand growth and yield will be incorporated in a stand-level growth simulation model for redwood (CRYPTOS) and Sierra mixed conifer stands (CACTOS).

## ***FOREST INSECT DISEASE IDENTIFICATION & MANAGEMENT***

**Course Length:** 3 Dys (24 Hours)

**Target Audience:** Foresters and others requiring knowledge of forest pests and their management.

**Prerequisites:** None

**Course Description:** Course content centers around the current forest/urban intermix pest problems and management strategies. At the end of a course students is able to identify insect, animal, and disease problems that affect forest stands, recognize interactions between pests and management practices, make recommendations on management practices that will reduce the effects of pest problems, and list pest control methods (chemical and cultural).

## ***FOREST PRACTICE ENFORCEMENT***

**Course Length:** 4 days (29 hours)

**Target Audience:** CDF Forest Practice Inspectors with three years experience as an inspector.

**Prerequisites:** None. Three years as a Forest Practice Inspector and training as a Public Officer or Peace Officer recommended.

**Course Description:** This course is designed as a continuing education tool to keep Forest Practice Inspectors current. Subjects include writing of Forest Practice Violations, inspection reports, notices of intent, the injunctive process, and archeological considerations. A field exercise is included.

**INTRODUCTION TO WILDLAND FIRE BEHAVIOR  
CALCULATIONS (S-390)**

**Course Length:** 40 Hours

**Target Audience:** Individuals who will perform as multi-resource supervisors on wildland fire incidents.

**Prerequisites:** Intermediate Wildland Fire Behavior S-290 or an agency equivalent course.

**Course Description:** S-390 is the third in a five course series developing wildland fire behavior prediction skills and knowledge. The course prepares students to predict fire behavior using nomograms and also includes an introduction to a fire behavior processor (BEHAVE).

***PRESCRIBED FIRE INCIDENT COMMANDER (Rx-300)***

**Course Length:** 5 days (40 hours)

**Target Audience:** Incident Commanders on prescribed burns, usually field battalion chiefs, and Vegetation Management Coordinators.

**Prerequisites:** S-390 Introduction to Wildland Fire Behavior Calculations or S-490 Advanced Wildland Fire Behavior Calculations.

**Course Description:** A "how-to" course designed to train Incident Commanders in safely and economically implementing and managing a prescribed burn project in accordance with an approved prescribed burn plan.



## **SMOKE MANAGEMENT TECHNIQUES (Rx-95)**

**Course Length:** 5 days (40 hours)

**Target Audience:** Fire managers, prescribed fire planners, and fire Incident Commanders.

**Prerequisites:** S-390 Introduction to Wildland Fire Behavior Calculations.

**Course Description:** A "how-to" course designed to train Incident Commanders and Fire Prescription Planners in smoke management techniques. Curriculum includes description of the smoke problem, smoke management influences and techniques, implementation and benefits of smoke management programs.

# ADMINISTRATIVE SERVICES TRAINING

Administrative Services includes training in management and supervision, computers, finance, personnel services, and material management.



LEADERSHIP



**AA & EEO**

**Course Length:** 8-10 hours

**Target Audience:** Eight to ten hours is mandatory for all new supervisors within one year of promotion to the Fire Captain level or equivalent (exception: Supervision 3 and 4 will meet this initial 8 - 10 hour requirement). Four to five hours is mandatory every two years thereafter.

**Prerequisites:** None

**Course Description:** This course is designed for the new supervisor and those who have not received training in this subject during the preceding two years. It briefly recaps the theories of equal employment opportunity and affirmative action as a building block for discussions about the supervisor's role in creating a work place free of harassment or discrimination. It will also contain an introduction to supervising a multi-cultural work force, the discrimination complaint process as it relates to supervisors, recruitment and retention techniques, and resources. It will cover the supervisor's responsibility as part of the hiring process.

Specifically, the 8 - 10 hour class will provide: introductory training regarding laws and definitions; intermediate training regarding the supervisor's role with respect to affirmative action goals; intermediate training regarding the supervisor's and employee's role with respect to reasonable accommodation; and advanced training regarding the supervisor's role with respect to sexual harassment, sexual orientation, work force diversity, the discrimination complaint process, and gender discrimination.

The 4 - 5 hour class will provide advanced training regarding the supervisor's role with respect to sexual harassment, work force diversity, affirmative action goals, basis of discrimination, and hiring and selection.

## **ACCOUNTING SYSTEMS**

**Course Length:** 5 days

**Target Audience:** For CALSTARS/AFAS users with little or no background who perform reconciling, balancing, and creating ad hoc reports (finance technicians, for example).

**Prerequisites:** None

**Course Description:** The first day of class is an overview of CALSTARS reports used for AFAS balancing and reconciliation. The next three days cover AFAS and will be in the computer lab with hands-on training.

This course covers the following for CALSTARS: The coding system, time frames, inputs, and reports/outputs (types, use of, reconciliations, inquiries, and corrections). This course covers the following for AFAS: system capabilities, reports (types, use of), data entry, and system maintenance.

## **BASIC MICROCOMPUTER AND NETWORK SUPPORT**

**Course Length:** 5 days

**Target Audience:** For employees who can profit from instruction in structured methods for troubleshooting techniques to correct malfunction of individual computer or network components. A technical academic background is not required.

**Prerequisites:** None

**Course Description:** The primary focus is on the normal CDF computer equipment installed at a fire station or a ranger unit. Hands-on lab experience will be provided.

## **CALSTARS**

**Course Length:** 1 day

**Target Audience:** CALSTARS is a separate one day class for those **NOT** attending the Accounting Systems class. This class is for staff wanting an in-depth review of CALSTARS operating expense reports and year end instructions. The CALSTARS class is most appropriate for administrative officers, staff services analysts, and finance technicians who do not need AFAS training. **This does not replace the Accounting Systems class.**

**Course Description:** This class is for staff wanting an expanded version of the CALSTARS information given in the Accounting Systems class for operating expenses. This class also covers labor distribution reports. Included are the coding system, time frames, inputs, and reports/outputs (types, use of, reconciliations, inquiries, and corrections), and year-end instructions.

**Prerequisites:** None

## **CAREER DEVELOPMENT**

**Course Length:** 5 days (40 hours)

**Target Audience:** Employees in clerical, semiskilled, crafts and trades, custodial and laborer classifications, and others needing information regarding career planning.

**Course Description:** This course covers career planning, including assessing skills, setting goals and priorities, steps to success, interviewing, and resumes.

**Prerequisites:** None

## **CDFNET WIDE AREA NETWORK**

**Course Length:** 3 days

**Target Audience:** Employees who will work with the Xenix system and the CDF wide-area computer network. If the person responsible for the Xenix system at a location has previously attended this class, the backup person should attend. Hands-on lab experience will be provided.

**Prerequisites:** Familiarity with microcomputers and network concepts. Familiarity with the EARS application at the ranger unit level is helpful but not required.

**Course Description:** This course covers the operation and supervision needs of the CDF wide-area computer network and Xenix (Unix) commands. Hands-on lab experience will be provided.

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO) COUNSELOR TRAINING**

**Course Length:** 3 days

**Target Audience:** Persons assigned, on a part-time or full-time basis, as Departmental EEO counselors. Other persons with EEO responsibilities will be accepted.

**Prerequisites:** None

**Course Description:** Introduces the new counselor to the basic skills necessary to perform EEO counseling duties. It is designed to give the new counselor a structured approach to performing his or her many new duties and to refresh the veteran counselor to the changes that have recently occurred in the field of EEO. Objectives are to prepare the participant to: (1) conduct effective, thorough counseling interviews, (2) gather information relevant to the allegation of discrimination, (3) attempt to resolve the complaint to the satisfaction of the concerned parties, (4) report in writing the course and results of his/her counseling efforts.

**FEDERAL EXCESS PERSONAL PROPERTY (FEPP) TRAINING**

**Course Length:** 2 days (3 sections of varying length totalling 2 days).

**Target Audience:** Audience depends on what section of the course the employee takes. Introduction to FEPP is for coordinators, chiefs, managers. Screening property is for coordinators, screeners. Managing FEPP is for coordinators.

**Prerequisites:** None

**Course Description:** FEPP training focuses on reducing your fire budget by acquiring FEPP. You will learn money saving techniques that are working for other FEPP users. The course has been divided into 3 sections:

Introduction to FEPP (for coordinators, chiefs, managers - 1/2 day) covers: roles and responsibilities, acquisition limits, accountability and Rural Community Fire Protection (RCFP's).

Screening Property (for coordinators, screeners - 1/2 day) covers: acquisition plan, how and where to screen, completing transfer orders, excess personal property, and completing receiving copies.

Managing FEPP (for coordinators - 1 day) covers: usage, Property Management Information System (PMIS), disposal, RCFP's and aircraft.



## **INVENTORY MANAGEMENT**

**Course Length:** 2 days

**Target Audience:** Entire course is appropriate for employees working in the material management function. Module I is appropriate for supervisors of employees working in the material function. Module II is appropriate for anyone who has responsibility for carrying inventory, stock or supplies, for example, Heavy Equipment Mechanic, Heavy Fire Equipment Operator.

**Prerequisites:** None

**Course Description:** This course covers managing a service center including: policy, security, inventory management procedures, service center layout, shipping and receiving, conducting an inventory, disposal of surplus property, and Automated Property Inventory System (APIS).

The course is divided into modules to meet the needs of various levels of employees. Module I, for example, could be taught as part of another meeting or workshop.

Module I      - Policy & Security (M511)  
Module II     - Inventory Management Procedures (M512)  
Module III    - Automated Property Inventory System (M513)

**NON-DISCRIMINATION AND SEXUAL HARASSMENT FREE  
WORK PLACES**

**Course Length:** 8 hours during first year and four hours every 3 years thereafter (exception: Supervision 2 will replace one of these refresher sessions)

**Target Audience:** Mandatory for all new permanent employees during their first year of employment. For apprentices, it is incorporated into the first year of related and supplemental training.

**Prerequisites:** None

**Course Description:** This course is designed to reinforce the introductory concepts delivered to new employees and function as a first time exposure for employees who have not yet been trained. It will emphasize the student's role in a multi-cultural work force; nondiscrimination; and creating a sexual harassment free work environment. It will also train students about the availability and role of the EEO counselor; the discrimination and subject of the complaint. This course also covers sexual orientation, emotions, AA goals, laws, definitions, gender discrimination, reasonable accommodation, basis of discrimination, and history.

Supervisors and managers who take this course will find it useful as: 1) a foundation if they have not been formally trained in this subject; 2) a refresher course if it has been some time since their initial training; and 3) as a means of staying current with subject matter being delivered to and relied upon by their staff.

## **WINDOWS NT NETWORK ADMINISTRATION**

**Course Length:** 5 days

**Target Audience:** Employees who are responsible for the successful operation of a micro-computer network in CDF or have the assigned responsibility for network security, user rights of access, system backup and restoration.

**Prerequisites:** Completion of Basic Microcomputer and Network Support class at the CDF Academy. Familiarity with micro-computer components and Disk Operating System commands.

**Course Description:** Administrative as well as Emergency Command Center (ECC) networks will be covered. Hands-on lab experience will be provided.

## **NUMBER SKILLS**

**Course Length:** 3 days (24 hours)

**Target Audience:** The course is designed for people who spend at least 25% of their time dealing with numbers and is appropriate for anyone who transfers, keys, codes, types, files numerical data, or transcribes telephone numbers.

**Prerequisites:** None

**Course Description:** Number skills is a program for improving job related number accuracy and speed. Participants are trained in six number skills: accuracy, perception, retention, patterns, hearing, and checking.

**ORIENTATION ON NON-DISCRIMINATION AND  
SEXUAL HARASSMENT**

**Course Length:** 2 hour minimum

**Target Audience:** Mandatory, upon appointment, for all new seasonal, limited term (LT) Fire Apparatus Engineers, volunteers, and paid call firefighters.

**Prerequisites:** None

**Course Description:** This course is an orientation designed to acquaint the employee with departmental policies and forms of behavior that will not be tolerated (i.e., that which is discriminatory or constitutes sexual harassment, sexual orientation, work force diversity, gender discrimination, and the discrimination complaint process.

**PROCESSING FINANCIAL DOCUMENTS**

**Course Length:** 4 days

**Target Audience:** Persons processing financial documents in regions, ranger units and camps.

**Prerequisites:** None

**Course Description:** This course covers the processing of financial documents such as Subpurchase Orders, Draft Purchase Vouchers, non-liquidating numbered documents, revolving fund documents, Travel Expense Claims, petty cash documents, Collections and Deposits, and Emergency Time Reports. This course does not include the principles of purchasing. (For this information, please take the Purchasing class).

**NOTE:** Completing the Travel Expense Claim is covered in the Travel Expense Claims class.

## ***PROGRESSIVE DISCIPLINE***

**Course Length:** 1 day

**Target Audience:** Supervisors or individuals functioning in a lead capacity.

**Prerequisites:** None

**Course Description:** This course is designed to provide supervisors and individuals working in a lead capacity information on the progressive discipline process. Students will learn how to identify, prevent and correct disciplinary problems. This class is the same one contained within Supervision 3.

Sacramento Headquarters staff are available to conduct this course on request.

## ***PURCHASING***

**Course Length:** 3 days  
(determined by Sacramento Headquarters and the Regions)

**Target Audience:** This course is designed for persons assigned to the purchasing function such as Service Center employees, Fire Crew/Administrative Captains administrative officers, procurement specialists, supply unit leaders, procurement unit leaders, and others who procure tangible commodities; i.e., fire hose, subsistence, truck tires, etc.

**Prerequisites:** None

**Course Description:** This course covers procedures to buy large accountable equipment items, how to use the special delegated purchasing authority, guidelines for purchasing from other State agencies such as Prison Industries Authority and General Services, etc., and how to properly use the Subpurchase Order (SPO) and Draft Purchase Voucher (DPV) forms.

***SUPERVISION 1 (To be developed)***

**Course Length:** 5 days

**Target Audience:** Recommended for all new, permanent, entry-level employees.

**Prerequisites:** None

**Course Description:** This course covers performance appraisal; discrimination, AA, workforce diversity (8 hours minimum)' situational leadership; motivation, time management; group dynamics; teamwork; project planning; safety and personal health; physical fitness and nutrition; California government; the budget picture; control agencies; labor relations; retirement; managing your supervisor; promotional interviews; non-verbal behavior; listening skills; and ethics.

***SUPERVISION 2***

**Course Length:** 5 days

**Target Audience:** Mandatory for FAE apprentices and Fire Captains; recommended for all permanent employees including administrative and support staff.

**Prerequisites:** None

**Course Description:** This course covers Problem Analysis; Communications - non-verbal, oral, listening, written; EEO/Sexual Harassment (4 hours minimum); Leadership - situational leadership, motivation, goal setting; Performance Management - EAP, discipline, performance appraisal, Personal Effectiveness - time management, stress management; Teamwork - conflict resolution, team building; and Influencing the Organization.

### **SUPERVISION 3**

**Course Length:** 5 days (40 hours)

**Target Audience:** Mandatory for newly appointed designated supervisors; recommended for all fire protection, resource management, administrative, and support staff.

Supervision 3 takes the place of Supervision A. If you have already attended Supervision A, you need not attend Supervision 3.

**Prerequisites:** None

**Course Description:** This course covers discipline, substance abuse, written communications, duty statements, job specifications, performance standards, performance appraisals, problem solving, coaching, counseling, AA/EEO (4 hours minimum), labor relations, stress management, conflict resolution, group dynamics, situational leadership, power, drug testing, media and public contacts, hiring interviews, listening skills, and managing your supervisor.

**NOTE:** P.O.S.T. supervisory training may be substituted for Supervision 3/4 for designated supervisors; however, Supervision 3 is still recommended because of the number of departmental programs discussed.

### **SUPERVISION 4**

**Course Length:** 5 days (40 hours)

**Target Audience:** Mandatory for newly appointed designated supervisors; recommended for all fire protection, resource management, administrative, and support staff.

Supervision 4 takes the place of Supervision B. If you have already attended Supervision B, you need not attend Supervision 4.

**Prerequisites:** None

**Course Description:** This course covers situational leadership, power coaching, creative problem solving, AA/EEO (4 hours minimum) management style, conflict management, adjusting to changing situations, organizational stress, reasonable accommodation, light/limited duty, return to work program, ethics, meetings, listening skills, learning blocks, and non-verbal communication.

**NOTE:** P.O.S.T. supervisory training may be substituted for Supervision 3/4 for designated supervisors.

## **TIME REPORTING**

**Course Length:** 4 days

**Target Audience:** Personnel staff and others interested in processing time reporting documents.

**Course Description:** This course covers the proper completion of time reporting documents for all CDF work week groups (except 4C). Most of the course covers the manual system of time reporting. Less than one-half day is spent on the automated work week time reporting (WTR) system.

**Prerequisites:** None

## **TRAINING FOR TRAINERS**

**Course Length:** 4 days

**Target Audience:** For anyone who is expected to design and present training on any subject. It may be too basic for individuals who have completed two weeks of college instructor training.

**Prerequisites:** None

**Course Description:** In this class, you will learn how to design training which includes objectives, visual aids, audience participation, and tests. You will learn how to use the ideas of other people to help you in your own course design.

On the first day of class, you will come prepared to give a short presentation (from two to five minutes) that teaches the class how to do something (complete a form, fly a kite, peel a hard-boiled egg, fix a leaky faucet, etc). This presentation will be used as a starting point to talk about training methods, time frames, and introduce you to designing training using a group process. You will not be critiqued on this presentation.

In class, you will design a 15 minute training class, using a group process. You will present this training to the class. If you know what you want to do for your one minute presentation, you may bring any necessary forms, props, etc. with you.



## **TRAVEL EXPENSE CLAIMS**

**Course Length:** 1 day

**Course Description:** This course covers how to complete Travel Expense Claims.

**Target Audience:** For employees who travel and finance technicians and supervisors who review Travel Expense Claims.

**Prerequisites:** None



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